Sample Facilitator Instructions for having a
PRIVATE CHAT PAIR DISCUSSION in a Virtual Training Class:

Use these directions any time you wish to encourage engagement, dialogue, and discussion by having participants talk amongst themselves.

SAY:

In a moment, you will be assigned to a partner and you will use the "private chat" feature of our platform to have a one-on-one private conversation about [topic goes here].

Your pair assignments are {insert names here}.

Assign participants to partner by typing names in the Chat window (i.e. "Sean and Adam, Jolene and James, Maria and Jonathan, etc).

If there are uneven number of participants, assign the producer or facilitator to partner with a participant.

SAY:

Let's begin by making sure the private chat works for everyone. Start by saying "hello" to your partner via private chat. Raise your hand once you and your partner have said hello to one another.

Once all participants have raised their hand, ask them to lower their hands and move on.

SHOW SLIDE WITH DISCUSSION QUESTION(S).

SAY:

Now that you have a partner, please discuss your responses to the question(s) posted on the slide. Use the private chat feature to have your conversation.

ALLOW 3 minutes for work in pairs. (Verbally call time when 1 minute remains).

RECONVENE the entire group.

DEBRIEF the activity.

If needed, and if it's appropriate for the class, use directed questioning to ask the debrief questions so that each group has a short report out. For example, you might say "Let's hear from each pair. Who wants to start?" Or you might say "Sean and Adam, in your discussion, what's one thing you said about…" and then move onto the next group.

Ensure participants change their Chat settings back to "everyone" or "all participants" (depending upon your platform) before moving on.